



4<sup>th</sup> September 2019

Dear Parents

Welcome back to the new academic year. I hope you have enjoyed a lovely summer.

To ensure that the school day runs smoothly I would like to clarify the arrangements for start and end of day routines.

### Start of the school day (8:40-8:50am)

Between 8:40am and 8:50am support staff will be stationed at the doors to welcome children into school through the following entrances:

- **Reception** – all Reception children to come into school through the **Reception outside door**
- **Year 1** – all Year 1 children to come into school **via the first door as you enter the playground** (Mrs Johnson's door last year)
- **Year 2** – all Year 2 children to come into school **via the second door as you enter the playground** (Mrs Crabtree's door last year)
- **Year 3, 4, 5 and 6** – all children to come into school through the double doors near the annex.

Class teachers will be in classrooms, ready to welcome children and begin the school day. Additional staff will be strategically placed in corridors etc. to ensure children enter school safely and sensibly.

Senior staff will be available at the school gates and in the playground to pass on any messages to class teachers. Teachers will continue to be available for a brief conversation in the playground at the end of the school day. For a longer discussion a pre-arranged meeting is always preferable; please arrange this by calling in or telephoning the school office.

### End of the school day (3:30pm)

The end of year routine remains the same as last year, with the exception of Reception:

- **Reception** – all children will be dismissed from the Reception classroom door. During the Autumn Term we will start dismissing from 3:20pm. This can be a very long process and we are aware that some parents have other children to collect at 3:30pm.
- **Year 1** – at 3:30pm all children will be dismissed from the door they enter in the morning
- **Year 2, 3, 4, 5 and 6** – at 3:30pm all children will be dismissed from the playground

Cont.





# Through the light of God we grow

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Headteacher: Mrs A Dunn

All children will be dismissed individually and handed over to the person collecting them. Any children with permission to walk home unaccompanied will go into the playground with their class and then be dismissed from the playground lines; these children will be dismissed first. A separate letter will be sent home to children in year 6 regarding permission to walk home unaccompanied.

Hopefully this information provides clarity regarding the routines we have in place to keep children safe and promote an orderly, calm start and end to the day. If you have any questions regarding school routines, please speak to the class teacher in the first instance or telephone the school office.

Best wishes,

Ashleigh Dunn

Headteacher

